



Lion Road
Glemsford, Sudbury
Suffolk CO10 7RF
Tel: +44 (0)1787 283200
Email: info@glemsfordprimaryacademy.co.uk
Web: www.glemsfordprimaryacademy.co.uk

Headteacher: Mr Nick George

Glemsford Primary Academy Nursery Fees Policy

Glemsford Primary Academy aims to provide a nursery experience for children that is affordable, high quality and geared towards a smooth transition to primary school.

We aim to:

- Ensure everyone feels valued and respected and has an equal chance to do their best,
- Help children develop a positive attitude, self-respect and respect for others, and learn to take responsibility for their own actions,
- Understand and meet children's individual needs, especially those of vulnerable pupils,
- Ensure all achievements are recognised and celebrated,
- Create a caring, safe, purposeful and calm environment which promotes children's wellbeing,
- Develop positive and supportive relationships between children, parents, school and the wider community.

We will work with parents to claim benefit entitlement related to nursery fees.

This Nursery Fees Policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be made aware of and given access to this policy and the school's procedures.

Fees:

Glemsford Primary Academy only charges parents for care provided outside of statutory 15-hour provision or private sessions. Parents will book the required extra sessions in advance as stated in each letter that goes out termly.

Fees are:

Whole day - £31.50

Half days - £14.00

In addition, the fee for lunch time supervision is £2.50 (funded sessions do not include lunchtime supervision, these need paying for separately.)

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Funded sessions:

Three old funding and when your child will be eligible:

Children born between 1 Jan and 31 Mar become entitled on 1 Apr

Children born between 1 Apr and 31 Aug become entitled on 1 Sep

Children born between 1 Sep and 31 Dec become entitled on 1 Jan

Payment information:

- Fees are payable in advance,
- Fees are based on a whole term, autumn (September-December), spring (January-March/April) and summer (April-July),
- 50% is due before the term starts and the other 50% is due by the first half term of each term,
- Letters are sent out termly regarding payment dates,
- If monies are not received then this could prevent your child attending our nursery,
- Payments must be made directly to Parentmail. www.parentmail.co.uk

Fees continue to be payable when a child is absent from nursery. If a child is absent for a long period due to illness, the school will decide on a case-by-case basis as to whether fees will need to be paid for the period. The school's decision is final.

Late collection:

Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift. There will be a late fee for parents that **consistently** pick their child up after the stated pick up time. When you are running late please let us know. We do appreciate that when you have to pick a child up from the main school sometimes you will be a couple of minutes late but not more than this. The late fee will be implemented if you arrive later than ten minutes after the stated pick up time. The fee will be £3.

Difficulty with payments:

Glemsford Primary Academy will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the Headteacher as early as possible, to reach a suitable arrangement for both parties.



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Debt collection:

The Trust has a duty to ensure the school receives all the funds to which it is entitled including nursery fees.

A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.

The school will, if necessary, initiate legal action to recover debts.

Roles and responsibilities regarding debt collection:

The finance team will ensure that:

- Letters and final reminders requesting money are accurately recorded and those records maintained,
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls,
- The privacy of the family involved will be respected and only made known to those who need to know,
- The level of outstanding debt can be determined at any time,
- Will regularly review the arrangements for debt recovery,
- May delegate its responsibilities under this policy to the Headteacher.

The process for pursuing debts:

- Informal notification by email via Parentmail,
- First reminder letter,
- Second reminder letter,
- Final reminder letter,
- Possible legal action.

The procedures are carried out following the Unity Schools Partnership debt policy.
www.unitysp.co.uk

Adopted date:

September 2021

Review date:

September 2023

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